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OCI NOTICE
NO. 70-3

RECORDS AND CORRESPONDENCE
13 May 1966

PROCEDURES FOR DIRECTORATE OF INTELLIGENCE MEMORANDA

PRODUCED BY OFFICE OF CURRENT INTELLIGENCE

Recision: (1) OCI Notice No. 70-1, dated 31 January 1963
(2) OCI Notice No. 70-10-2, dated 21 September 1962

1. Directorate of Intelligence Memoranda produced by OCI serve a variety of special purposes and consumers. Observance of the following procedures is essential to adequate control and coordination.

2. Notification: It is the responsibility of the officer in OCI initiating a memorandum, or of the first person in OCI receiving a request for a memorandum, to see that the task is listed on the Memorandum Status Report⁽¹⁾ and that an OCI Notice of Special Paper⁽²⁾ is filled out in complete detail.

a. During office hours: The Memorandum Status Report is prepared specifically for the D/OCI by the secretary of the D/OCI. The OCI Notice of Special Paper is also prepared in the office of the D/OCI, and passed to the Memorandum Control officer (MCO), Presentation Staff, who will notify appropriate personnel.

b. During off duty hours: From 1630 to 2230 Monday through Friday, and from 0700 on Saturday to 2230 on Sundays and holidays, the Senior Duty Officer (SDO) will take whatever action is necessary and will maintain the Memorandum Status Report.

From 2230 to 0700 Sunday nights through Saturday mornings, the Night Editor, serving as MCO (see duties in para 6 below) will be responsible for maintaining the Memorandum Status Report. The Night Editor will furnish the MCO, the office of the D/OCI and the Dissem Officer, OCI, at opening of business a copy of the updated Memorandum Status Report.

3. Preparations: The normal steps in the preparation of a memorandum in OCI are:

a. the analyst will prepare a draft of the memo;

(1) Attachment A

(2) Attachment B

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b. at the same time he will initiate requests for appropriate graphics, and simultaneously he will notify the MCO of any change in deadline;

c. the analyst will coordinate the draft memo with other Agency components as the subject requires;

d. the draft will be reviewed by the Area Production Assistant;

e. the edited draft will be given substantive review in the office of D/OCI, and in O/DDI as appropriate;

f. final reading and preparation will be performed by the MCO who will arrange for the typing, reproduction, proofing, and dissemination of the memorandum.

4. Identification: The MCO (during duty hours), the SDO (from 1630 to 2230 daily and 0700 Saturdays to 2230 Sundays), and the Night Editor, serving as MCO (from 2230 to 0700 Sunday nights through Saturday mornings), will be responsible for obtaining a control number (OCI Number for Secret or below, TS Number for Top Secret, SC Number for Special Intelligence).

5. Distribution: Memoranda for "Immediate Distribution" will be identified as such on the original OCI Notice of Special Paper and on the Memorandum Status Report. Appropriate instructions and a dissemination list must be furnished to the Dissem Officer/II Staff (or to the SDO outside of normal duty hours) no later than the time the draft goes to Reproduction.

All other memoranda will be subject to preliminary dissemination, followed by release by the D/OCI with appropriate dissemination instructions.

a. Preliminary Dissemination: At the opening of business each day, the Night Editor acting as MCO will make a preliminary dissemination of all completed memos as follows:

Copies 1 - 6 to DDI

7 -12 to D/OCI

13 -17 to the DDI Staff

18 -22 to O/D/OCI, and

23 -24 to the MCO

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b. Release: There will be no further distribution until the MCO is so directed by D/OCI or DDI. At that time the MCO will obtain from O/D/OCI and pass to the Dissem Officer/II Staff the approved distribution list⁽³⁾ for elite, subcabinet, or routine dissemination. No changes will be made in the approved distribution list without the approval of O/D/OCI. The Dissem Officer/II Staff, will refer requests for additions to the initial distribution list to the MCO, who will obtain O/D/OCI approval.

c. Data Sheet: Copies of memoranda furnished in either preliminary or regular dissemination to the DCI, the DDCI, the DDI, Executive Registry, and D/OCI will be accompanied by a Data Sheet⁽⁴⁾ filled out by the MCO, the Night Editor, or the SDO as appropriate, indicating the requestor or initiator of the memo, the subject, and the dissemination made. For preliminary dissems, the data sheet should include the purpose for which the memo was requested, the intended or recommended dissemination level, and a statement on the relative importance (routine or critical) of the information contained.

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6. The MCO will be responsible for (a) maintaining appropriate central files of all memoranda produced by OCI alone or OCI as a contributor and coordinator; (b) ensuring that all who need to know are informed of memoranda in preparation; (c) coordinating necessary graphics; (d) performing the final editorial review; (e) assigning appropriate control numbers to the memoranda; (f) arranging for typing, reproduction, and proofing; (g) ensuring that instructions for dissemination are conveyed to Dissem Officer/II Staff; (h) obtaining clearance of selected memoranda for release [REDACTED]; and (i) ensuring that the night or weekend SDO and Night Editor are informed of memoranda for which they will have responsibility.

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[REDACTED]
E. DREXEL GODFREY, JR.
Director of Current Intelligence

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Distribution C

(3) Attachments C through E; there are also CIA internal distribution lists available.

(4) Attachment F

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